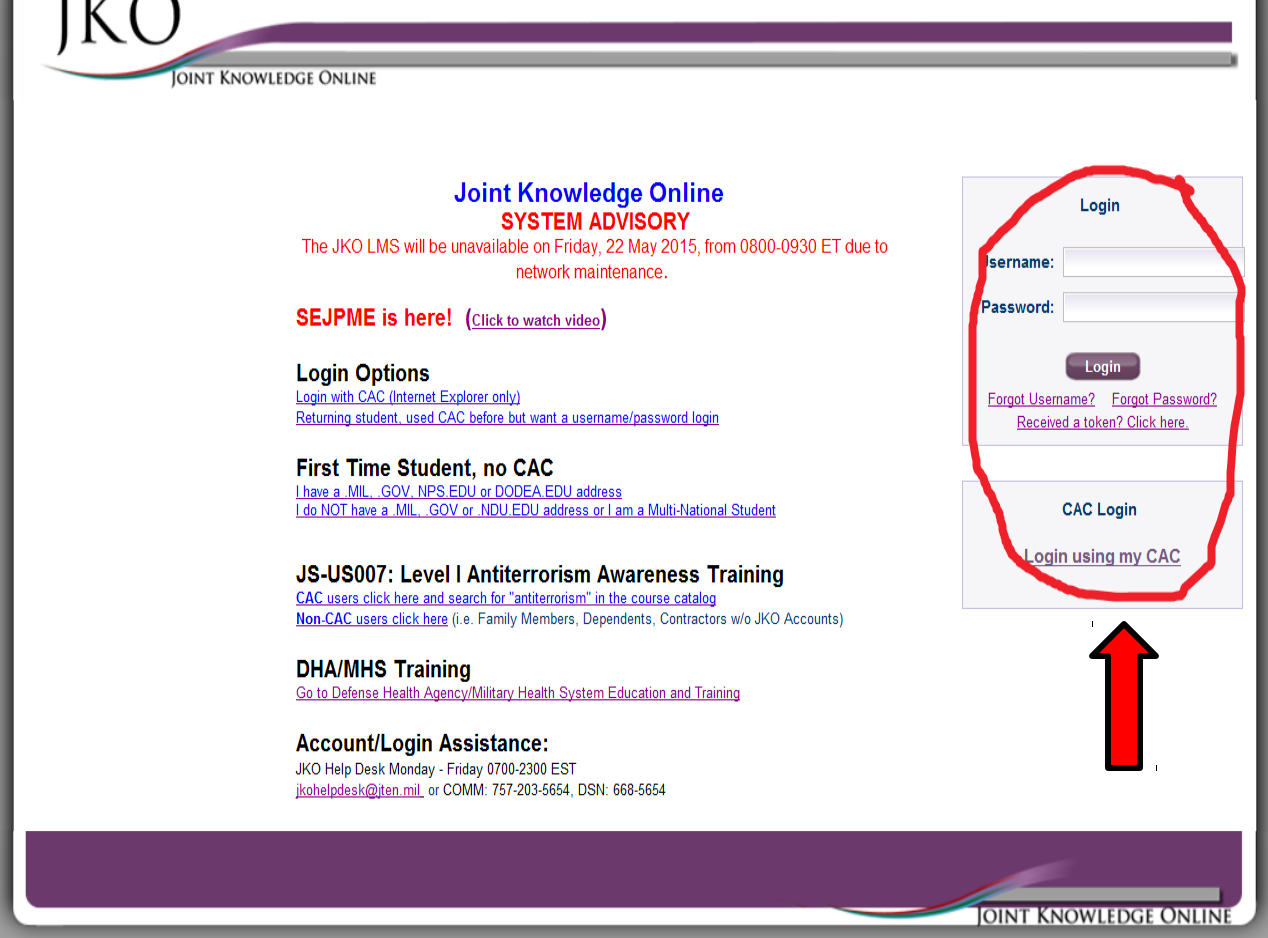
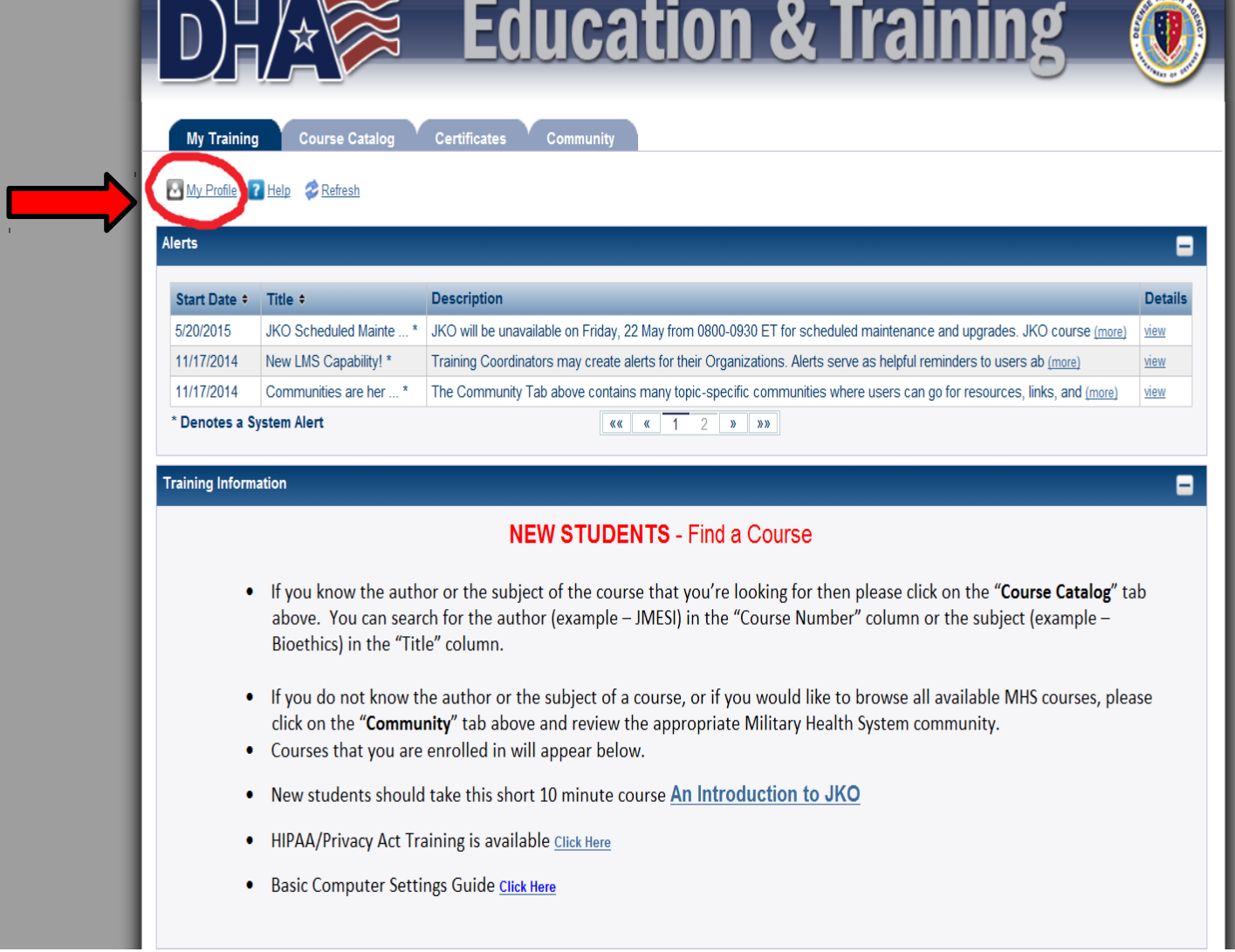
Womack Army Medical Center

HIPAA TRAINING ON JKO

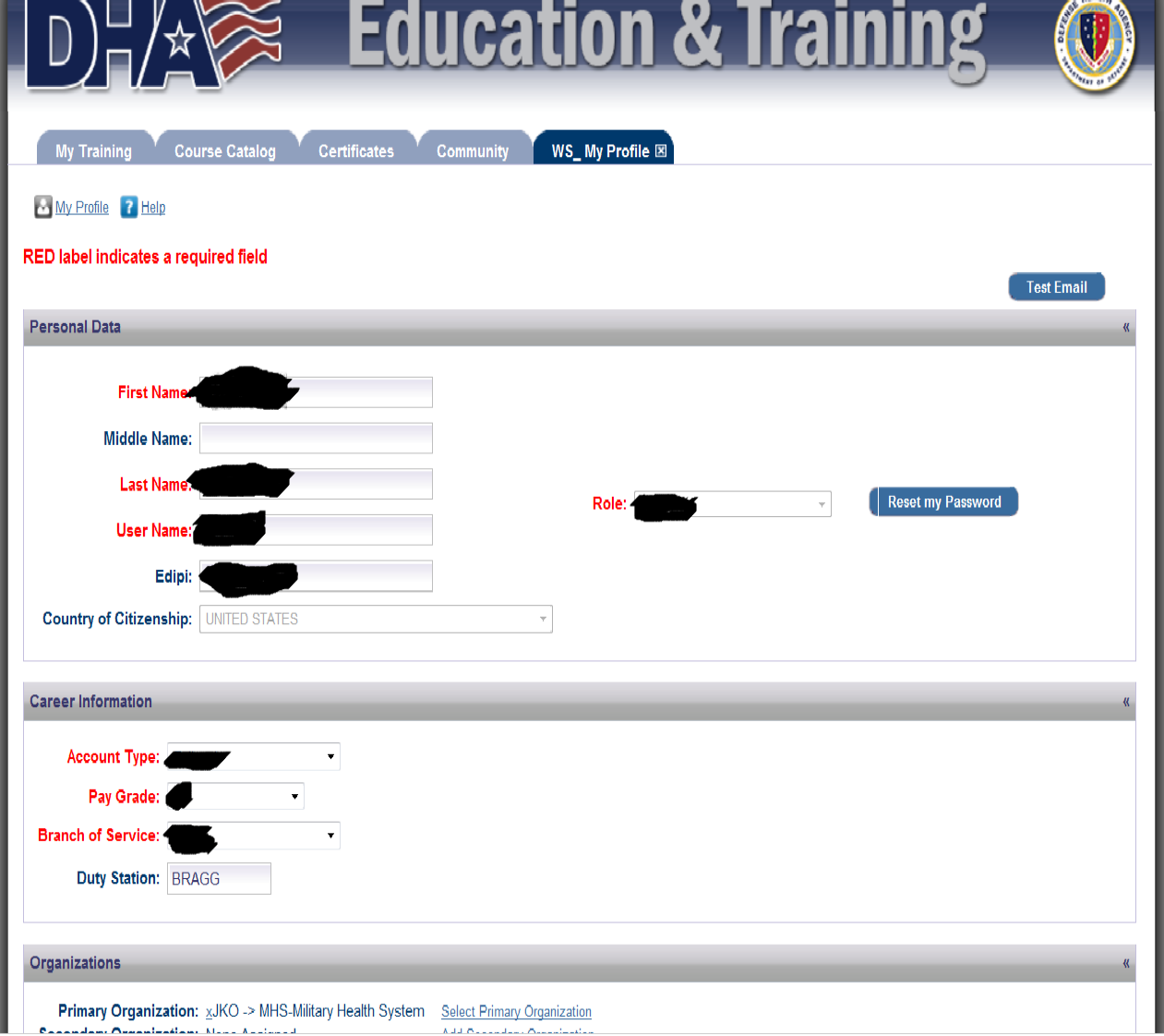


Access the website Joint Knowledge Online at: https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam.

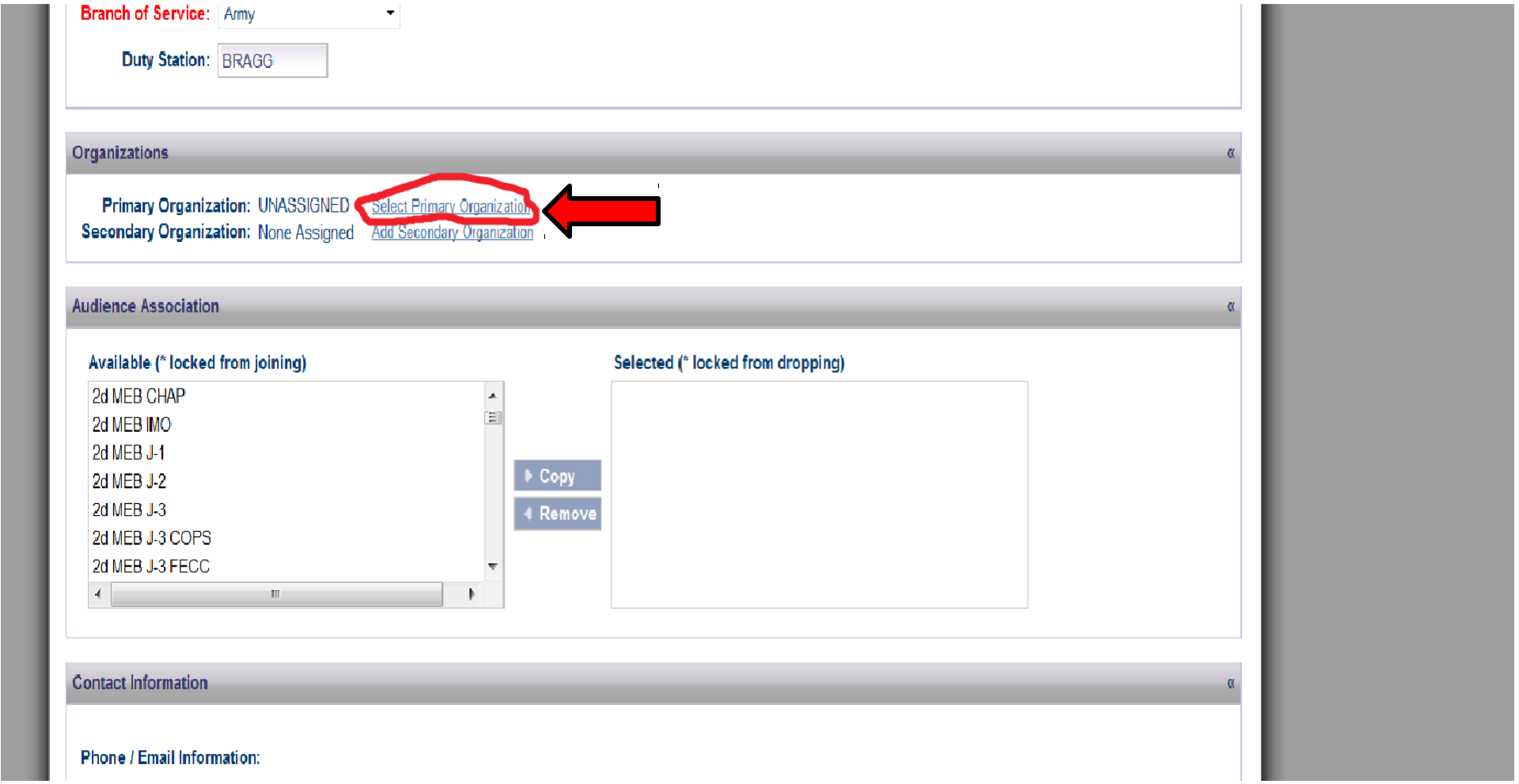
When the main welcome screen opens, login on the right side of the screen using a username and password or CAC login.



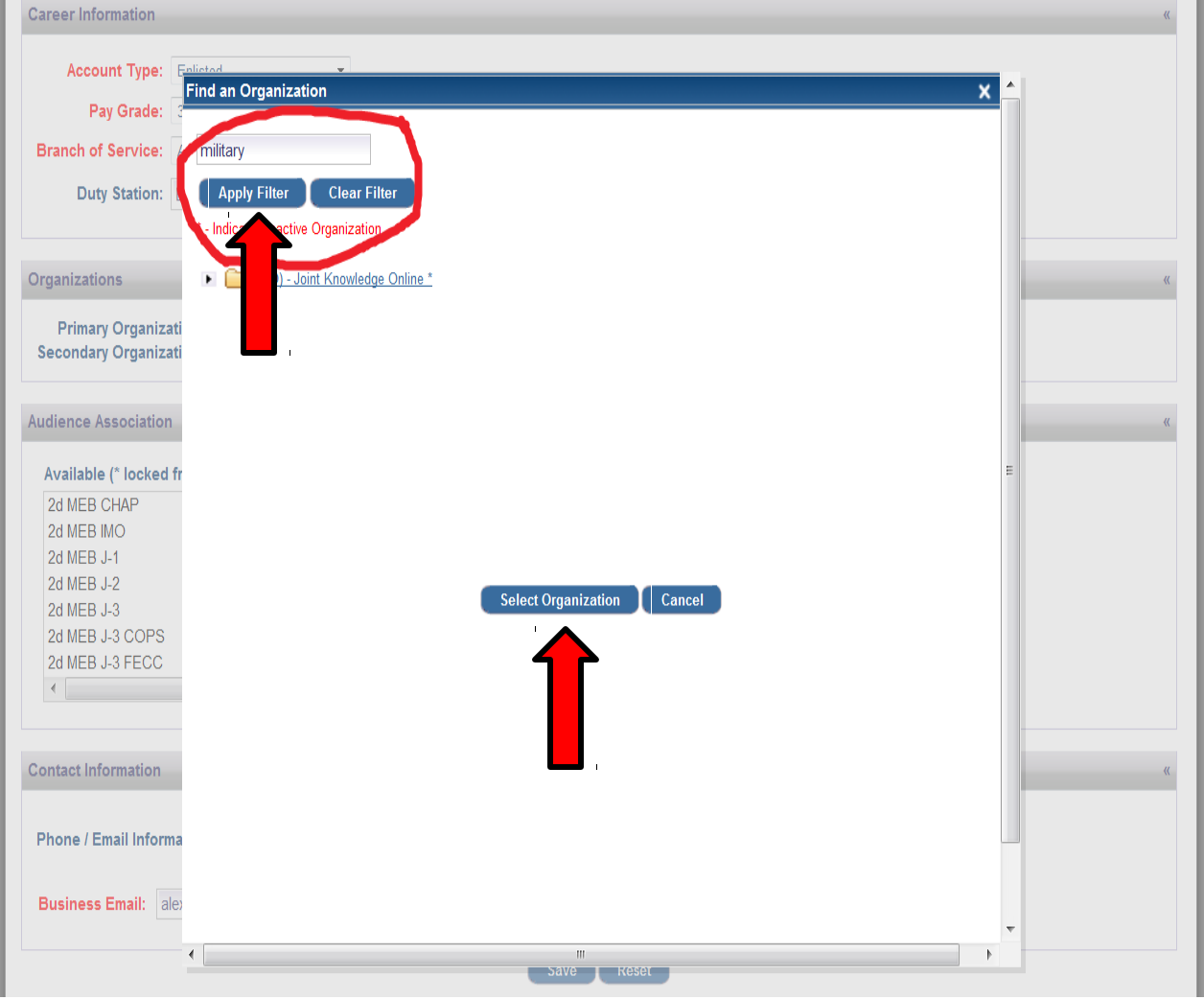
After logging in, select My Profile near the top left corner of the page.



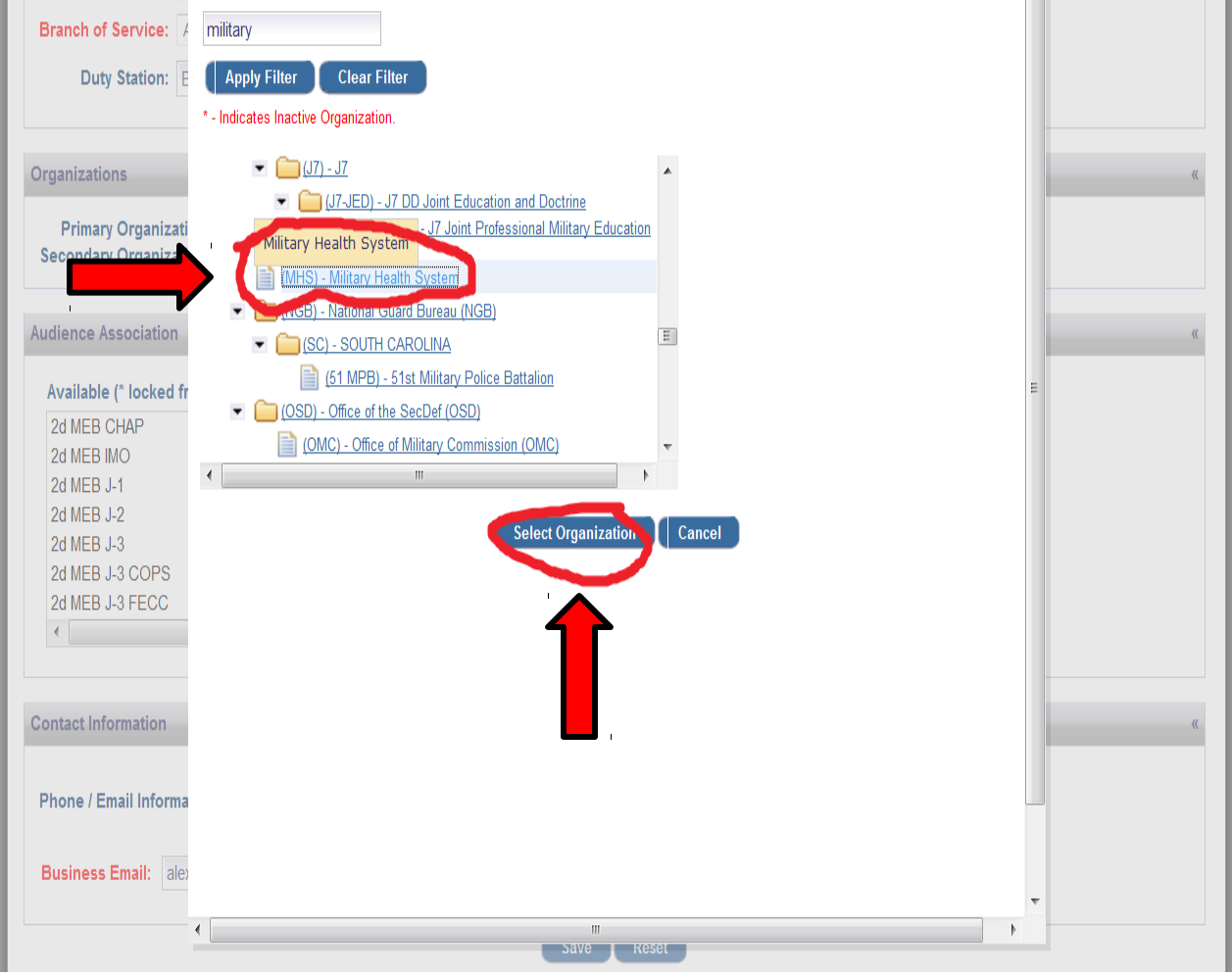
Once you have accessed “My Profile”, you must complete all personal data in **RED.**



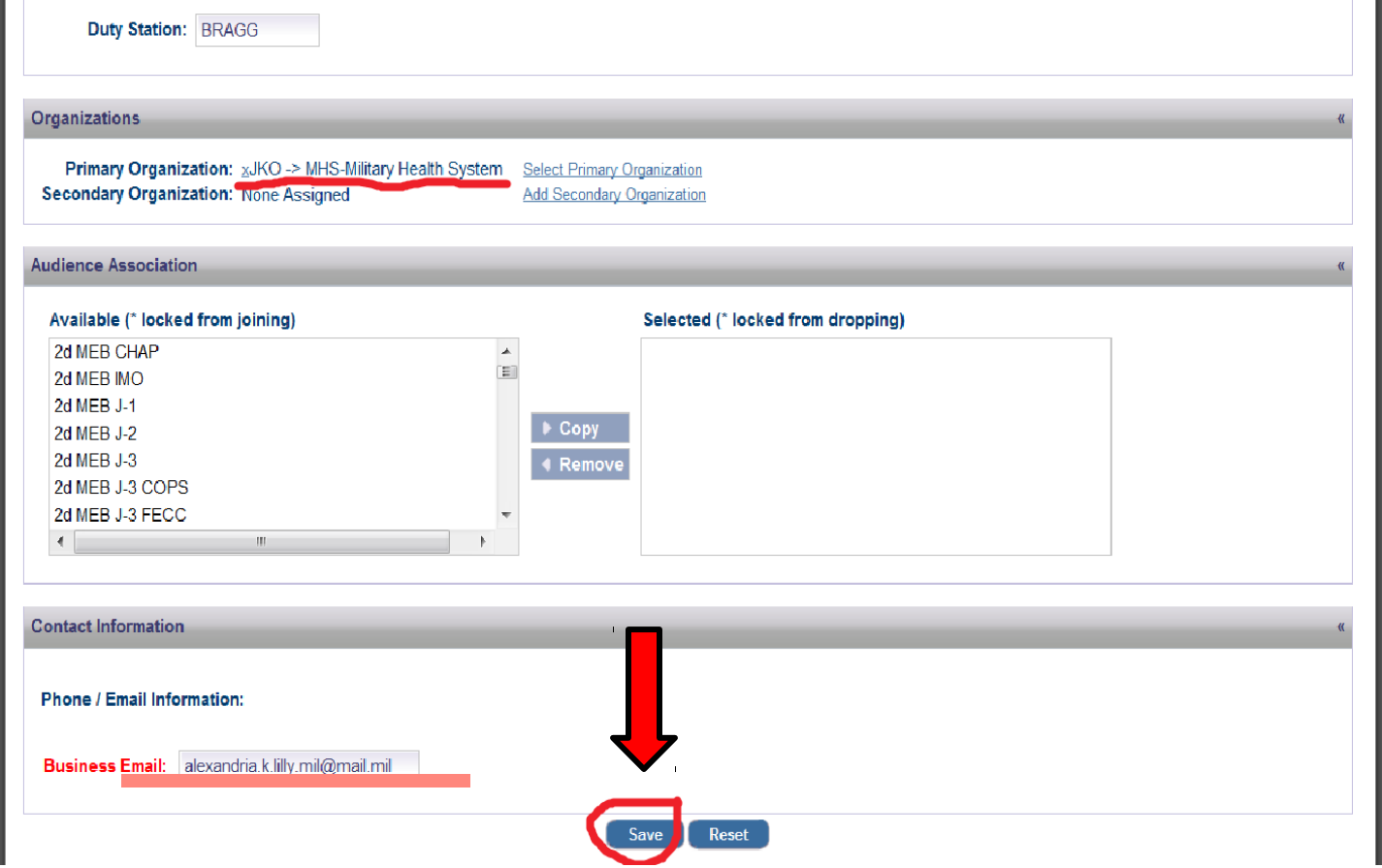
Once in “My Profile”, scroll down halfway through the page until you see an “Organization section”. Under Primary Organization your profile should say UNASSIGNED. To the right, click on the Select Primary Organization button.



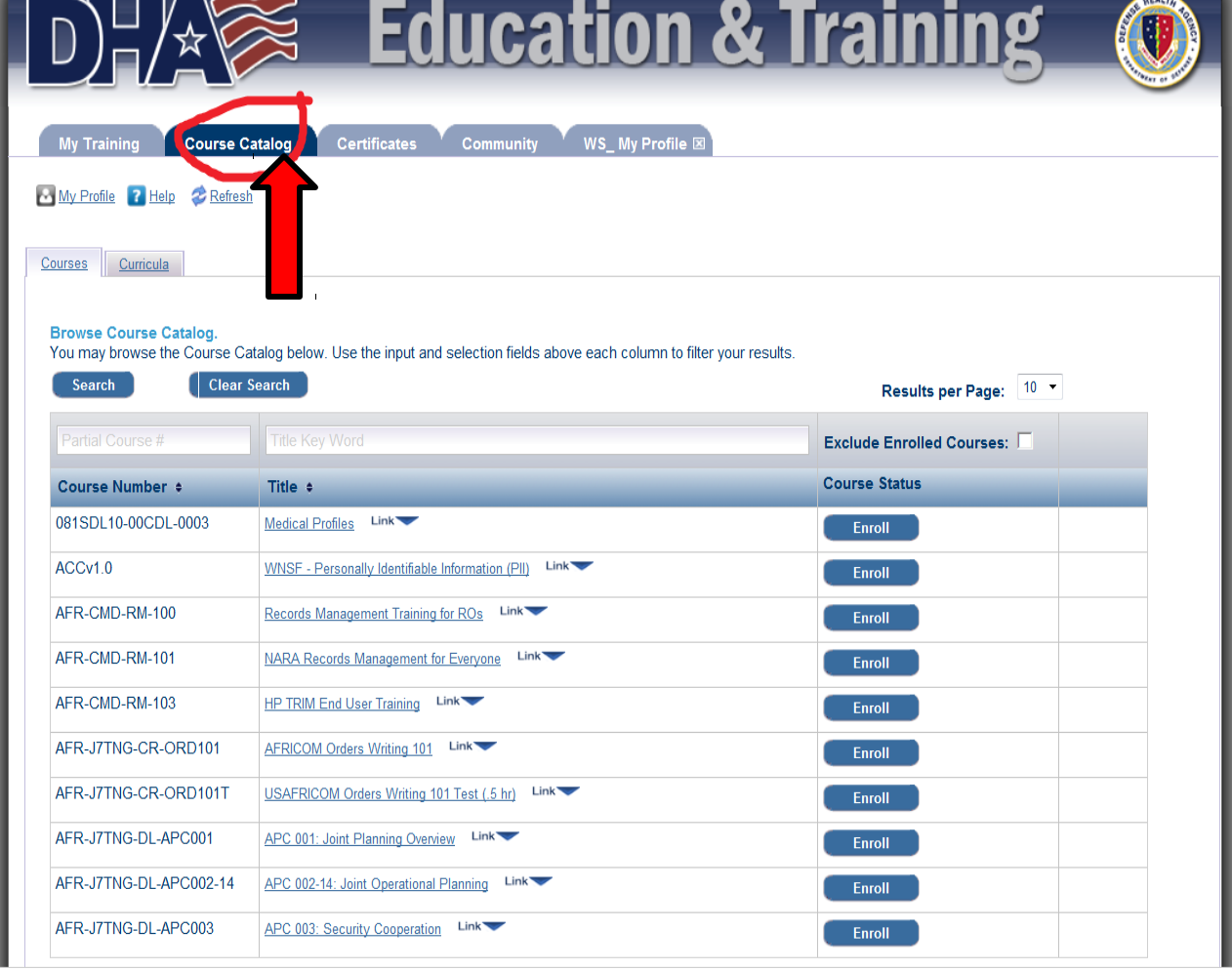
A bar will appear under Find An Organization. Type in the word “military” and then select Apply Filter, then press “Select Organization”.



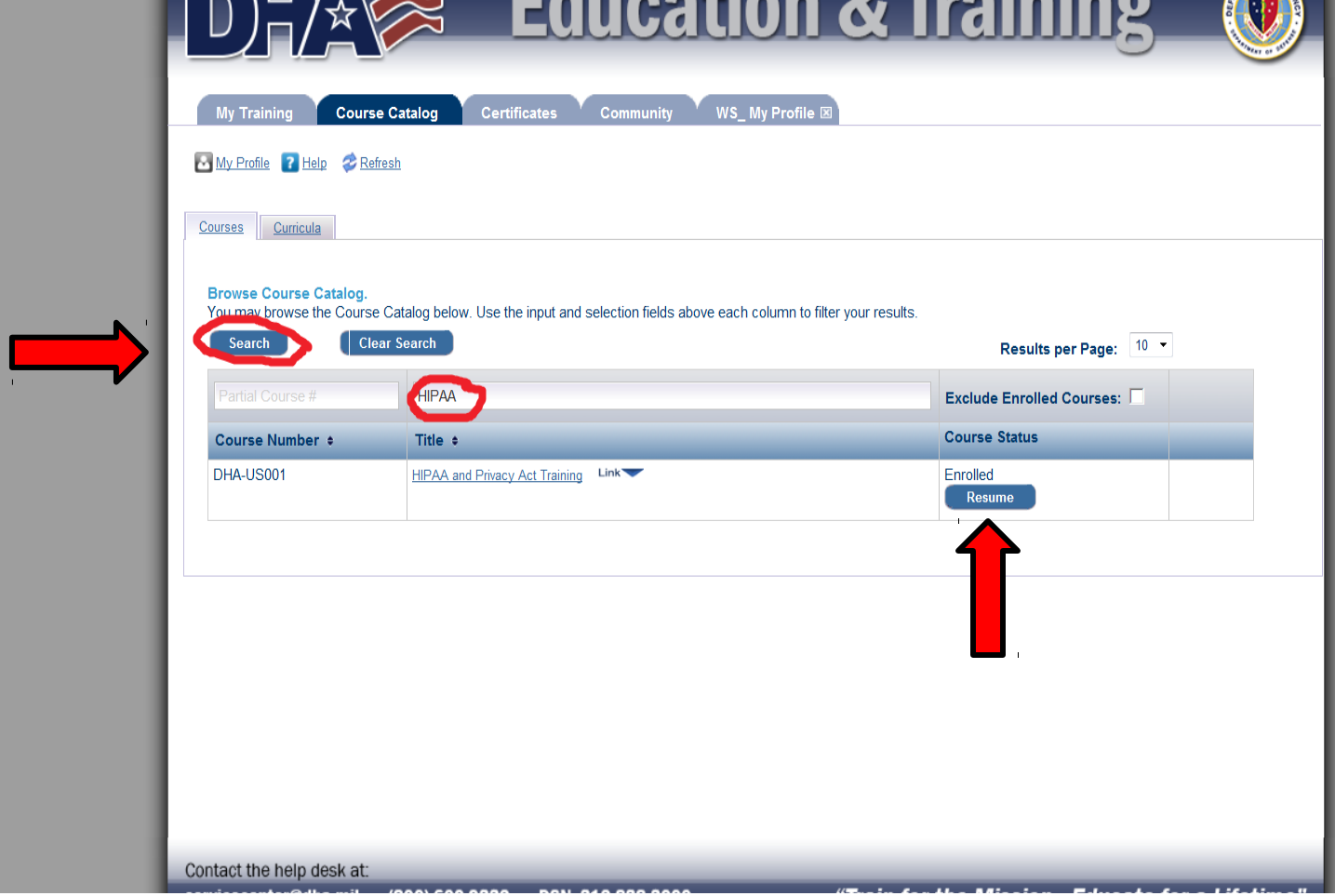
Scroll through the folders until you reach “Military Health System”. Directly under Military Health System, select “MHS file” and then click on the “Select Organization” button at the bottom of screen.



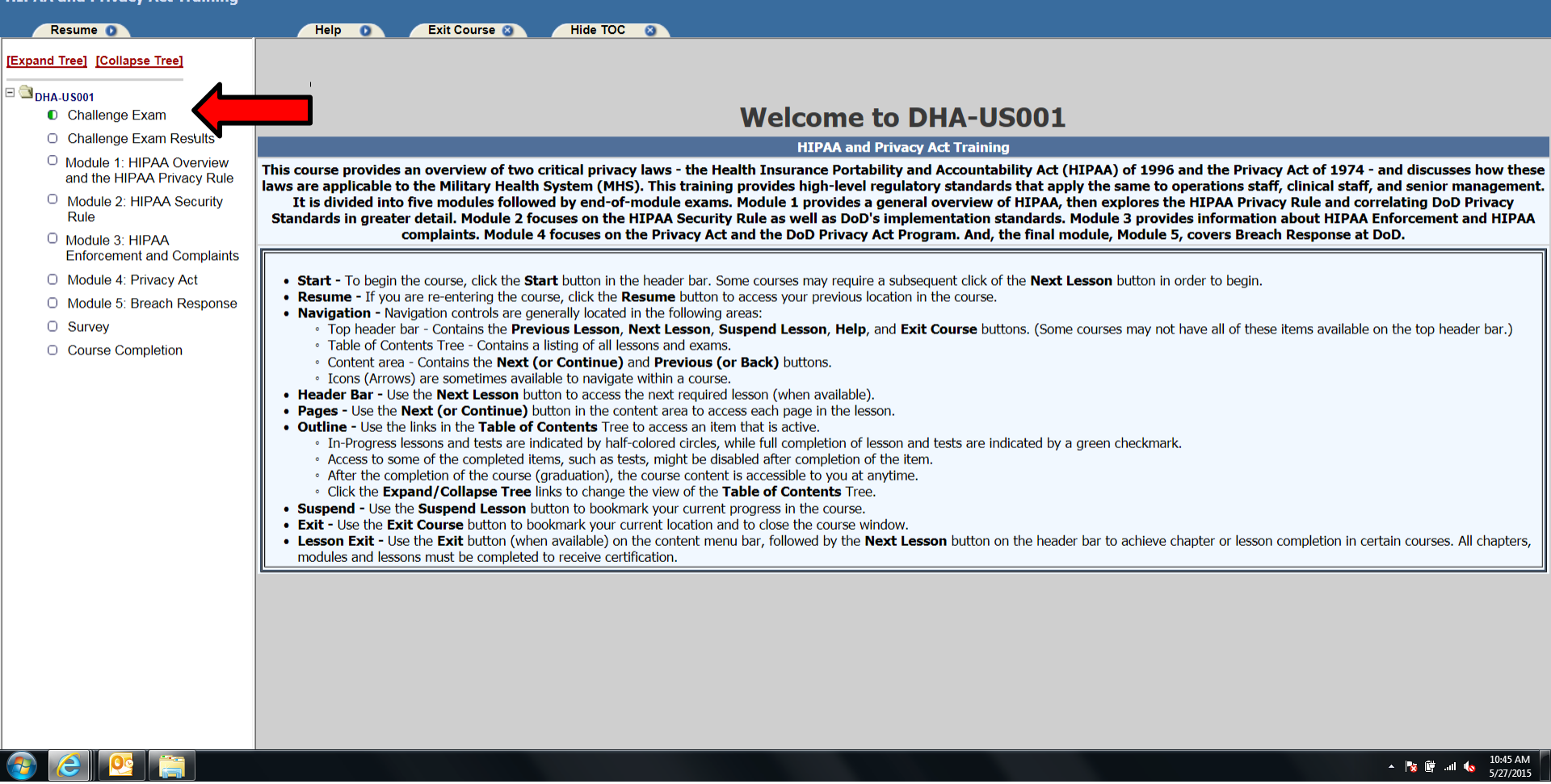
The Primary Organization should now say “JKO> MHS-Military Health System”. Once it is selected, scroll to the bottom of the page and click on the save button.



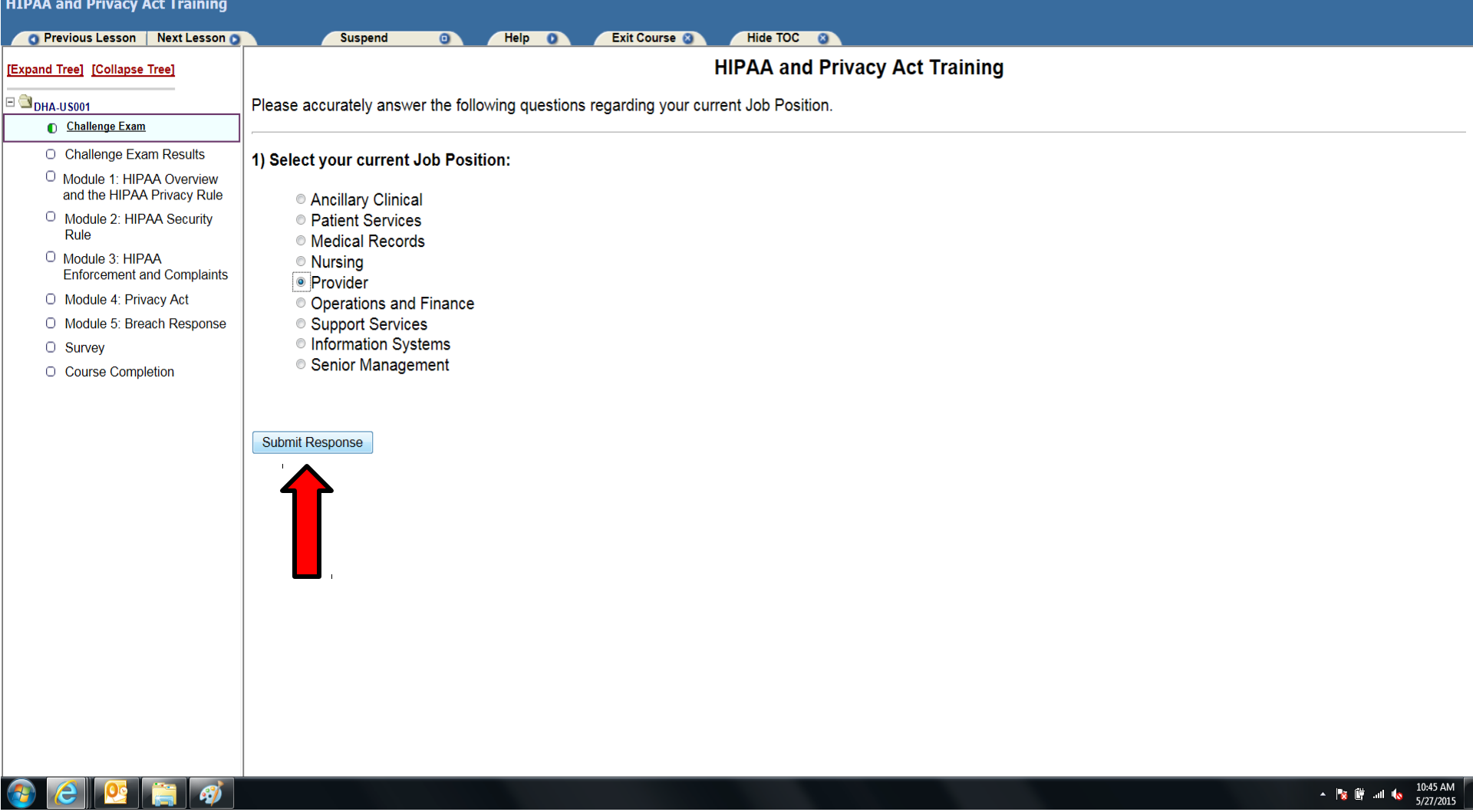
Once your profile is saved, it will bring you back to the main DHA page. At the top left side of the page, select the “Course Catalog” tab.



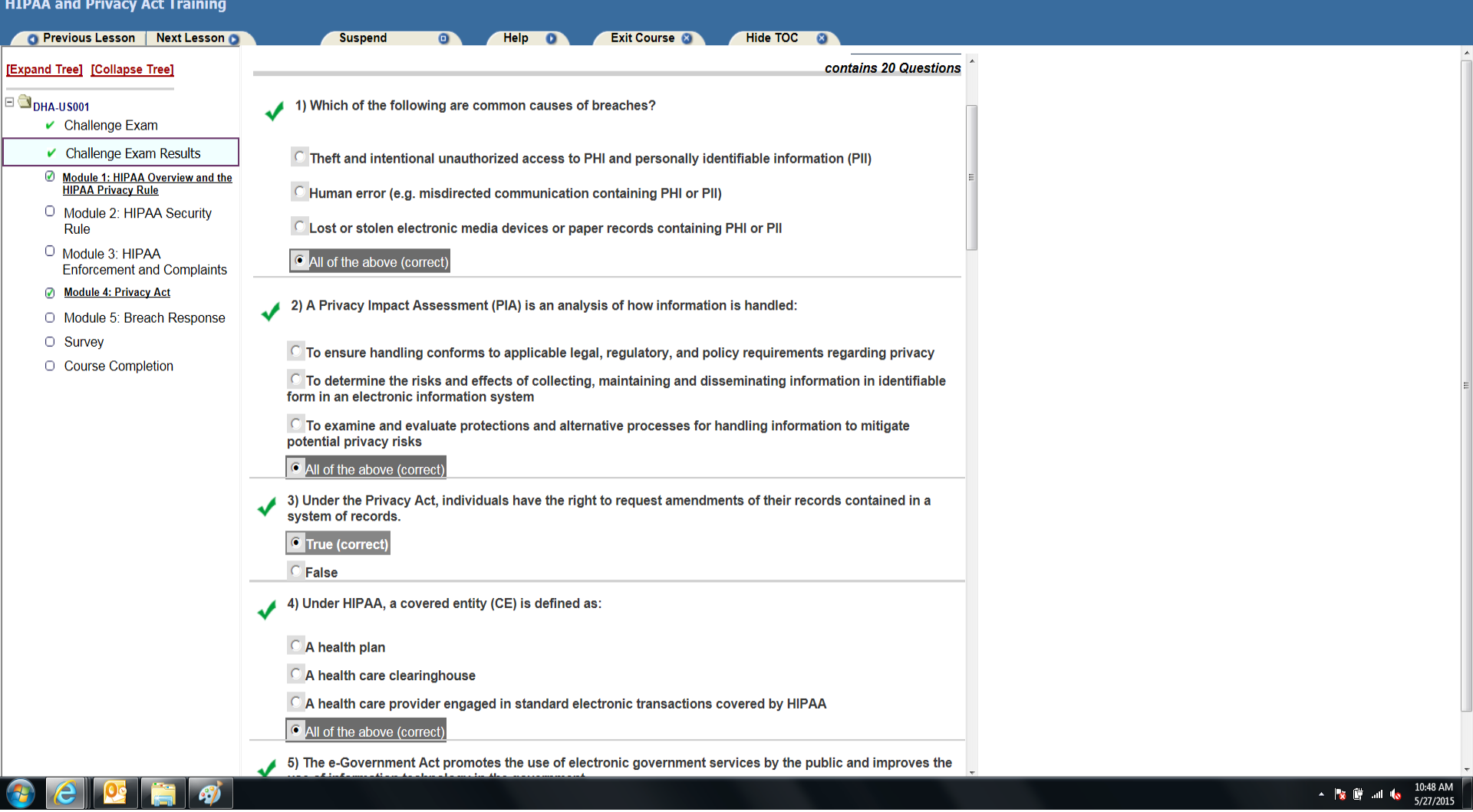
Type “HIPAA” in the search bar **or** “DHA-US001” in the Partial Course# bar and press the search button. The HIPAA course will appear. In the “course status” bar you will select “enroll”.



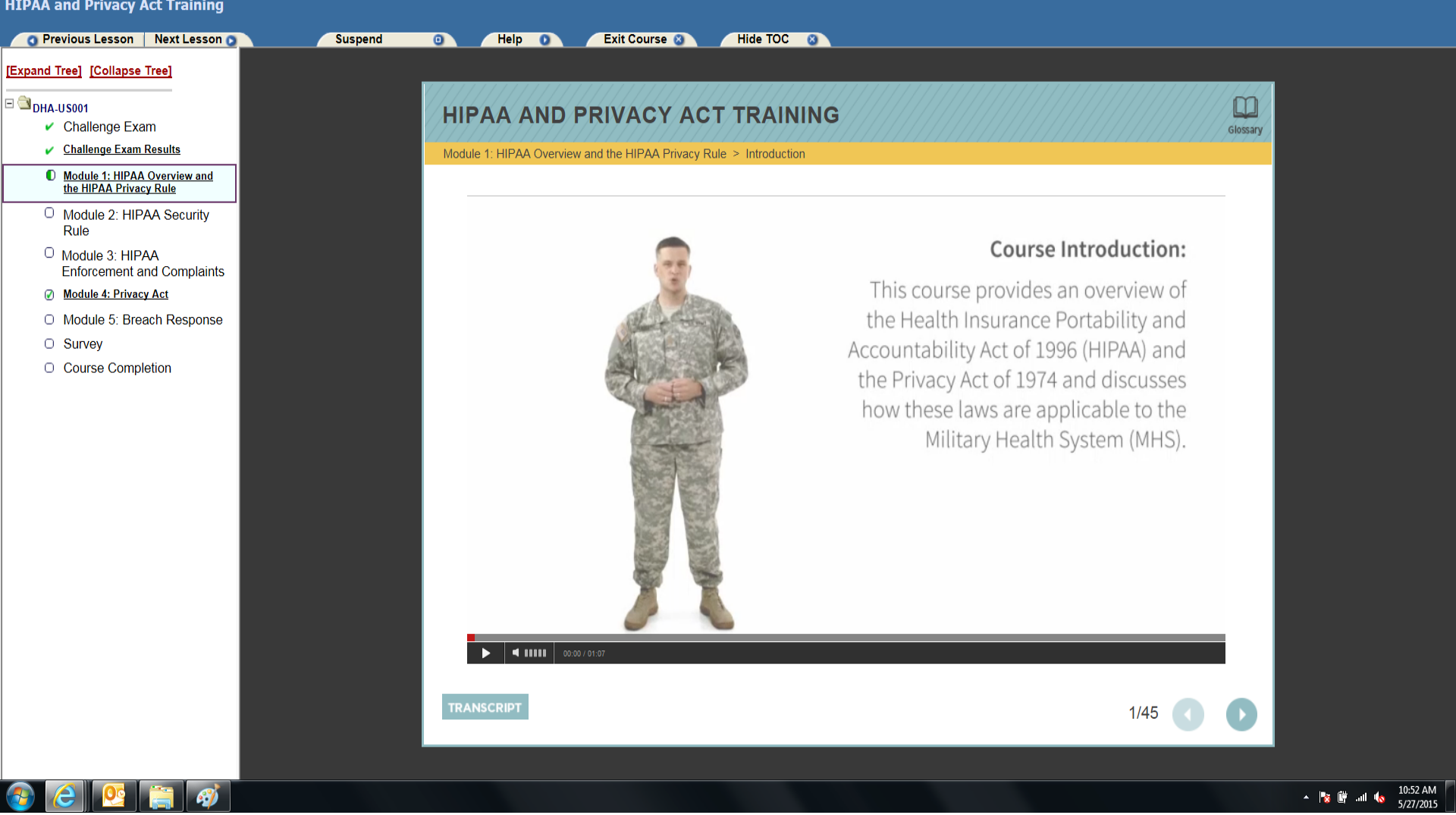
Once enrolled, select Begin Course. A welcome screen will appear. To the top left you will click “Challenge Exam”.



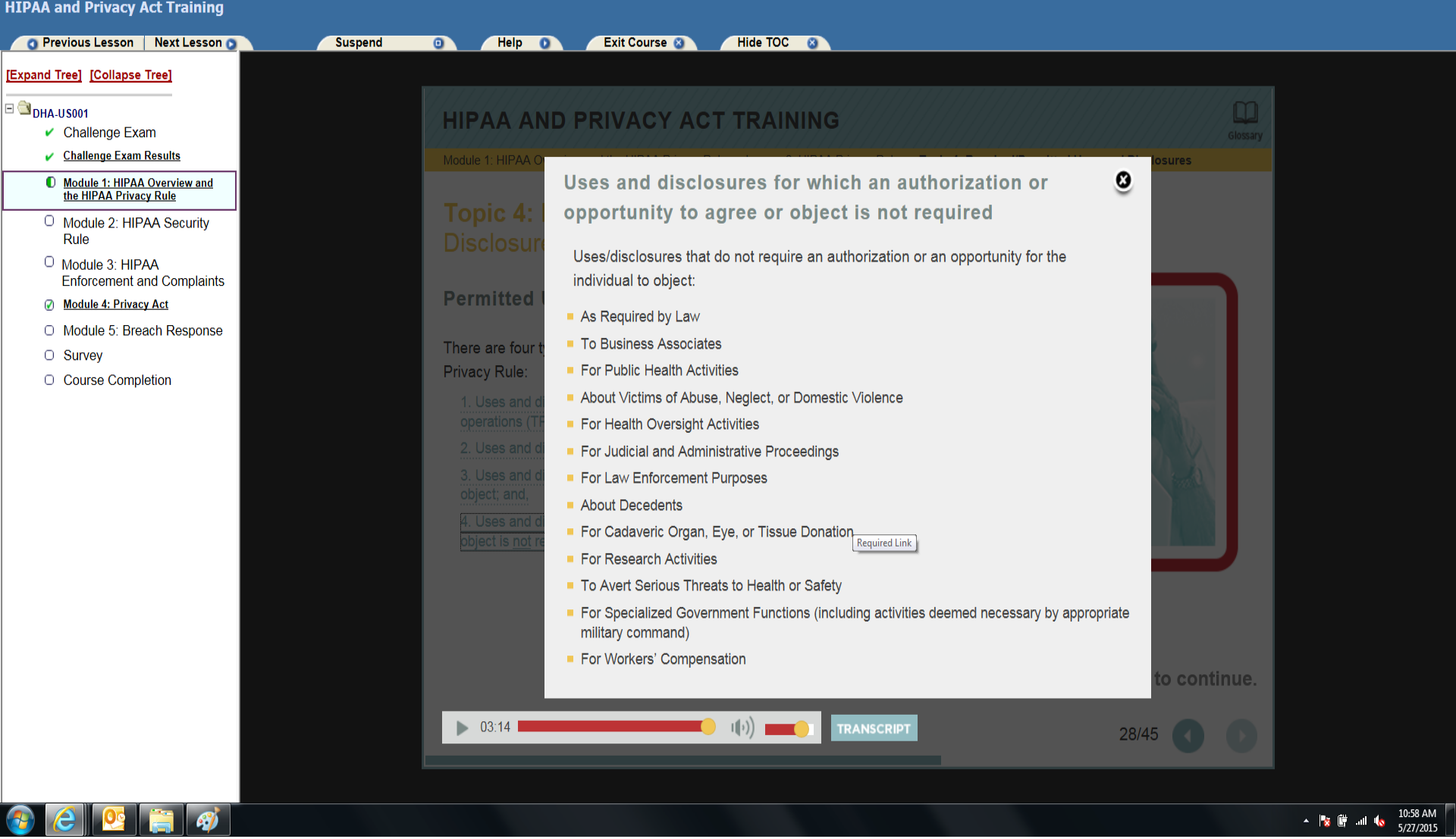
Once you select “Challenge Exam”, it will ask you a series of questions. ie “Job Position” then press submit. Once this is complete you will then answer the pre-test questions.



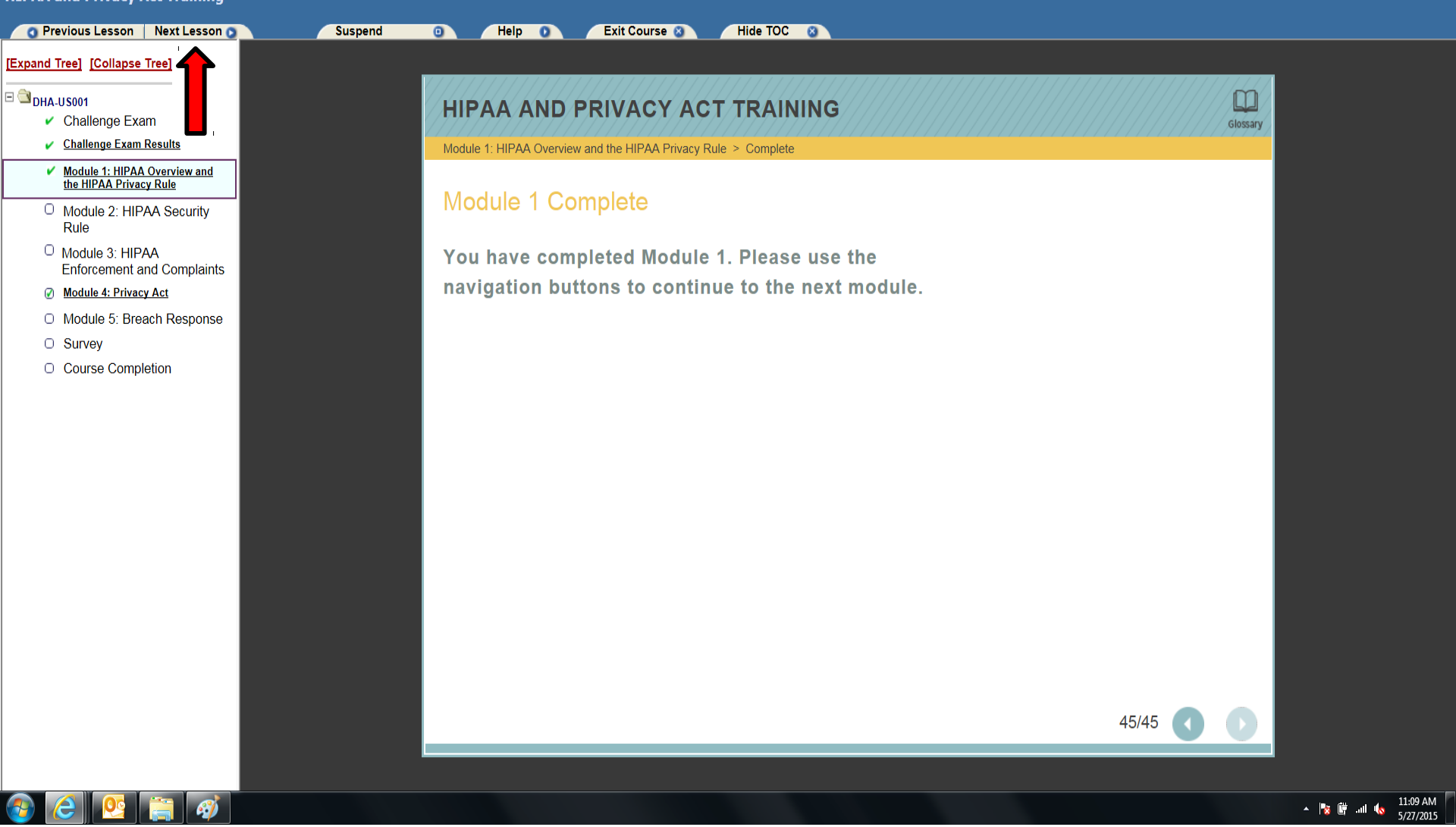
At the end of the challenge exam, your test results will appear. Following this, you can now start Module 1: HIPAA Overview and the HIPAA Privacy Rule by clicking the tab on the left side of the screen.



Once you come to the Course Introduction screen, you can now navigate through the course. Make sure your volume is on and to play every slide and answer any questions throughout the course.



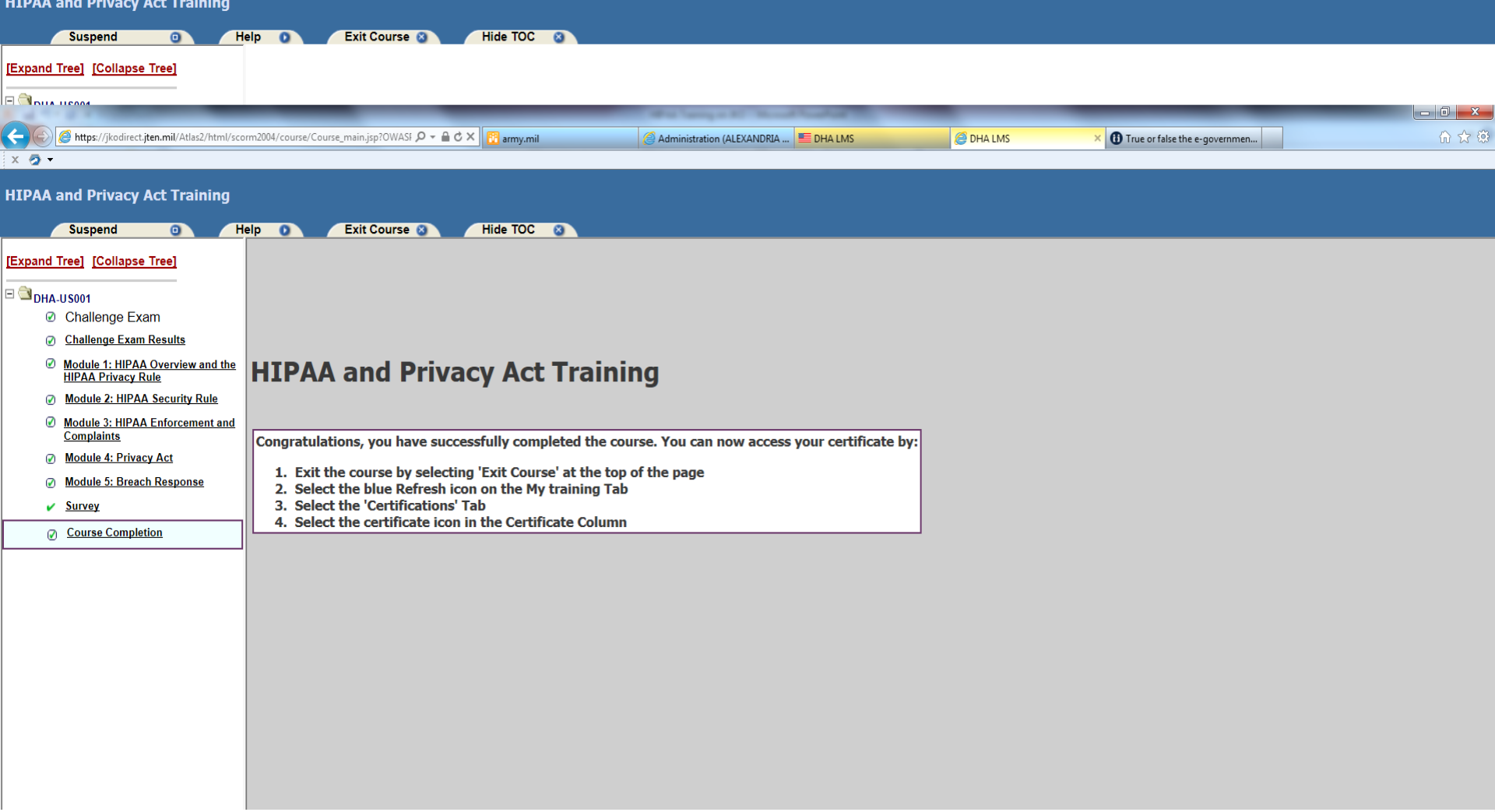
Some slides require clicking on each link to progress to the next slide.



Once you have completed each module, move along to the next module by clicking the next lesson tab in the top left corner of the screen.

Once you have completed the exam, you will then be required to complete and submit an survey. After submitting the survey, click next lesson at the top left hand corner.

Once this screen pictured above appears, click “allow once” on the bottom of the screen to access your HIPAA certificate.



Once this screen appears, you may now print your HIPAA certificate by following the onscreen prompts.

Be sure to have an up to date copy of your HIPAA training with your documents at all times.

HIPAA TRAINING

If you have any questions, please contact:

-HIPAA COMPLIANCE SPECIALIST

@ 910-907-1050